

Special Projects Assistant

Job Description

Reports to: *Community Recreation Coordinator*

Summary

Richmond Parks and Recreation is seeking a qualified candidate to fill the position of Special Projects Assistant to help run programs, plan events, and positively promote the Richmond park system for the Fall Semester (August - December). Hours are flexible to accommodate schedules. Assistant is expected to work 12-20 hours a week, and may include weekend work.

Job Responsibilities

- Planning and overseeing events.
- Creating a social media plan to engage and grow increase number of followers.
- Creating content for the monthly park newsletter and website.
- Compiling and assessing statistical information gathered through surveys.
- Creating reports on how make events better in the future.

Job Qualifications

- Preferred: College student majoring in Communications, Public Relations, or related major.
- Previous experience working with children
- Ability to work with children of all ages.
- Strong supervisory and management skills.
- Knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to handle confidential data with professional discretion.
- Follow the policies and procedures set forth by the City of Richmond and the Richmond Parks and Recreation Department.
- Excellent interpersonal, verbal, and written communications skills.

Relationships

This position requires communication with the Community Recreation Coordinator, Wellness Coordinator, and other staff within the Parks Office and Richmond City government.

Other Job Duties

May include work related to the broader vision of Park events, and other duties as assigned.

Physical Requirements

This position requires the ability to listen to others, observe, read text/information, and comprehend instruction. It also demands the physical ability to move about the parks throughout Richmond in various environmental conditions.

****If you meet the requirements above, please fill out an application and send resume to:****

Mail to:

Alisha Estabrook, Parks and Recreation
50 North 5th Street
Richmond, IN 47374

OR

Pick up/drop off at:

Park Administration Office, Glen Miller Park
2200 East Main St
Richmond, IN 47374

Questions? Contact Alisha Estabrook, Community Recreation Coordinator
Office Phone: (765) 983-7426 Email: aestabrook@richmondindiana.gov